

## **RULES FOR LEAVES OF ABSENCE**

### **106B. Civil Leave**

Absence because of jury duty is "leave of absence with pay." However, the jury notice must be presented to the chief of the department or to the person designated by the chief to receive such notice at least twenty-four (24) hours of receipt of notice. An employee shall be authorized to take leave time when performing jury duty, when subpoenaed to appear before a court, public body, or commission, or when performing emergency or civilian duty in connection with national defense. Fire Protection District #4 will pay the difference between pay earned for the special duty and the employee's regular pay from the fire department.

### **106C. City, District Court, or Civil Service Board Attendance**

Attendance in city or district court on departmental business is with pay provided that the attendance is ordered by subpoena or other court order. Should any employee of the classified service be required to be in attendance in court on his/her time off, such time shall be compensated at his/her normal rate of pay.

Each member of the classified service must present to the chief of the department or the person designated by him, any such notice to appear in court on department business at least twenty-four (24) hours of receipt of notice. Copy of such notice shall also be sent to the board.

Each departmental representative shall be granted leave of absence with pay for the duration of any civil service board meeting which the employee representative attends, or for any time required to assist with civil service examinations, during the employee's scheduled working hours.

### **106D. Military Leave with Pay**

An employee shall be authorized to take leave without loss of pay or vacation leave time when performing emergency military duty or participating in the two-week annual training duty required by membership in a reserve unit of the U.S. Armed Forces or the Louisiana National Guard, for a maximum of fifteen (15) work days as provided by Revised Statute 42:394. Each member of the classified service shall give such notice of ordered duty at least twenty-four (24) hours of receipt of notice to the chief of the department and this board, if known by him. Should an employee

be called out on an emergency basis, he should contact his supervisor, the chief of the department, or the person designated by him to receive such notice.

**106E. Military Leave without Pay**

Any member of the classified service called into the armed forces, will be carried on military leave without pay until he returns to duty. The employee is required to notify the chief of the department or the person designated by him to receive such notice and this board when he receives such notice.

Any member of the classified service who is called into the armed forces will be allowed to take whatever annual leave to which he is entitled.

Provisional employees will not be granted a military leave of absence. They may be required to resign or be dropped from service.

Any member of the classified service who is a member of the national guard or in the reserves of the armed forces, upon being ordered to active duty, shall be given any leave due the employee in Section G. Should the employee have used all leave to which he is entitled (in Section G), he shall be granted military leave without pay.

**106F. Leave for Specialized Disaster Service Volunteer**

1. Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.
2. Leave may be granted upon written request of the employee to the appointing authority which shall include certification of the employee as a trained American Red Cross disaster volunteer, the nature and location of the disaster, anticipated duration of the leave, nature of services required, certification by an official of the American Red Cross that the employee's services are needed, and the identity and title

of the official of the American Red Cross to whom  
the employee is to report.